

Library Services • 585 Franklin Street • Mountain View, California 94041-1998  
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## **CITY OF MOUNTAIN VIEW LIBRARY TRAINING CENTER USE POLICY**

### **POLICY:**

The Library provides a Training Center as a mixed-use facility for computer training classes as well as for general computer use. The Library provides instruction on how to use Library resources and assistance in lifelong learning skills as part of its service responses to community needs. Training in subject areas not requiring hands-on computer use should take place in one of the Library's other meeting rooms.

When not in use for training, the Training Center will be open to the public for general computer use. Public use of Training Center computers will be taken into consideration when scheduling training classes; however, training needs will have priority over general use.

### **PRIORITY OF USE:**

Requests for the Training Center will be filled according to the following priorities:

1. Library-provided training.
2. Library cosponsored or related training.
3. City-provided or sponsored training.
4. Local educational organizations.
5. Other organizations.

The Library Services Director reserves the right to refuse the use of the Training Center whenever, in the Director's best judgment, such use would be inappropriate or does not conform to these policies.

### **TRAINING CENTER USE PARAMETERS:**

The Training Center is available for training classes according to Library service needs. The Training Center will not be available for training classes at peak usage times such

as Sundays. A calendar will be published showing the schedule of Training Center usage a minimum of two weeks in advance.

The Training Center may be reserved through the Training Center Coordinator at (650) 903-6882 during regular business hours. Classes may be scheduled up to three months in advance for a maximum of 12 classes per year. The minimum advance time to schedule a training class is two weeks.

No admission or use fees may be charged or solicited by the training provider nor may any item or service be sold or advertised. Exceptions may be made for Library cosponsored programs.

#### TRAINING CENTER SUPPORT FEE:

At the time of reservation, a nonrefundable Training Center support fee will be charged. The minimum fee is \$60 (up to four hours) and \$15 per hour for every additional hour above four hours. The Training Center support fee covers the services of a Technology Aide to set up the room and equipment or software, as well as being available to assist during training sessions, if needed. The fee is not charged for Library and Library cosponsored training. The Library Services Director has the final authority to waive a Training Center support fee.

If the Library must cancel the scheduled training session, every effort will be made to reschedule the training; otherwise the fee will be refunded. No temporary reservations will be made without payment of the reservation fee. Date is considered set only when the fee and application are accepted.

#### EQUIPMENT:

The following equipment is available for use in the Training Center:

- Twenty (20) student computers and chairs
- Three (3) networked printers
- Instructor podium
- Instructor laptop (if requested)
- LCD projector and screen with remote control

SOFTWARE:

The following software is available for use in the Training Center:

- Library Catalog
- Reference Databases
- Internet Explorer
- Microsoft Office
- Microsoft Live Meeting
- Adobe Reader

Requests to load additional software for training classes will be handled on a case-by-case basis and may require more than the minimum two-week advance notice.

USER RESPONSIBILITIES:

Users of the Library's Training Center should take care to leave all equipment in the same condition in which it was found. Harming the equipment, changing or installing files on the Library's hardware, or otherwise attempting to access unauthorized files or systems is not permitted, and such activities may result in loss of system privileges, financial responsibility for damaged equipment, disbarment from Library premises and/or criminal prosecution.

The instructor is responsible for ensuring that class participants comply with the provisions of the City of Mountain View Library Internet Access Policy and the Library Internet and Catalog Computer Use Policy.

Food and beverages, except bottled water, are not allowed in the Training Center.

USE OF LIBRARY ADDRESS:

The name, address and phone number of the Library may not be used as the official address of any organization using the Training Center except when the Library is cosponsoring the training. Non-Library groups using the Training Center may not publicize their activities in such a way as to imply Library sponsorship.

Adopted by the Library Board of Trustees: May 15, 2006

Revised:

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